



DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS SUPPORT COMMAND  
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SEP 15 1998

IN REPLY  
REFER TO

DLSC- LDT

MEMORANDUM FOR SEE DISTRIBUTION

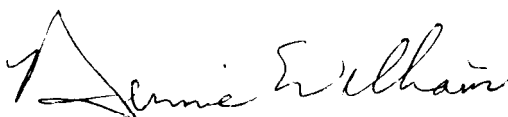
**SUBJ:** Assigning Defense Travel Administration (DTA) for the new Defense Travel System (DTS)

We are approaching the implementation stage of the newly reengineered Defense Travel System (DTS) and request your assistance. The new automated DTS requires the assignment of Defense Travel Administration (DTA) to facilitate preparatory and managerial functions. The DTA function typically oversees the domains of several Authorizing Officials, individuals who direct and authorize travel. The DTA function is responsible for managing the administrative aspects of the travel process at an organizational level determined by each Primary Level Field Activity. Currently your lead DTA is your Passenger Travel Specialist (see attachment 1), however, under the new DTS program, there will be an increase in responsibilities in the areas of automation, finance, and MIS reporting. Therefore depending on the size and scope of the organization, we believe that a team approach may be the best strategy to meet the changes of this new mission. At attachment 2 is a list of DTA general roles and responsibilities.

Please provide information (names, phone/fax, e-mail) concerning your lead DTA and the DTAs within your organization for those sites (includes DRMOs) coming on line under Defense Travel Region 6 (IA, IL, IN, KY, MI, MN, MO, NE, SD, WI, ND). Request information be provided by November 19, 1998.

Your support is greatly appreciated. If further information or assistance is needed, DLA's POC is Deborah Beckner, 703-767-3622, email: [deborah\\_beckner@hq.dla.mil](mailto:deborah_beckner@hq.dla.mil).

Attachments

  
BENNIE E. WILLIAMS  
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## *Defense Travel Administration (DTA) General Roles and Responsibilities*

### **\*\* Transportation Data**

- \*\*\* Knowledge of the new passenger travel policies/regulations**
- \*\*\* Knowledge of the automated system**
- \*\*\* Knowledge of the commercial travel vendor**

### **\* \* Input and maintain personal profiles for the organization**

- \*\*\* Initial personnel data load**
  - \*\*\*\* Identify travelers and AOs**
  - \*\*\*\* Relationship between AOs and Travelers**

### **\*\* Financial Data**

- \*\*\* Identify and load checkbooks**
  - \*\*\* Link checkbooks with lines of accounting**
  - \*\*\* Link checkbooks with AOs**
  - \*\*\* Review and update the organization's checkbook**

### **\* \* Information technology**

- \*\*\* Capability to download data and to generate/review reports**

### **\*\* Install and remove the Defense Travel System client software**

### **\*\* Protection of Privacy Act Data in regards to the Defense Travel System**

### **\*\* Serve as the organization's POC for reporting DTS problems and for correcting administrative problems (Organizational Help Desk)**

### **\* \* DTS Communication Campaign Focal Point**

### **\* \* Digital Signature Certificate**

- \*\*\* Designate DoD personnel from the organization eligible for certificates**
- \*\*\* Provide a list of travelers and AOs to the PKI Certification Authority**

### **\* \* Training coordinator**

- \*\*\* All DTAs team members must be trained on the new entitlements/system**

\* \* \* All travelers and AOs must be trained on the new entitlements/system

Lead Defense Travel Administration For Your Organization

Passenger Travel Specialist

**DRMS....MS. JACKIE HANNA**

DLIS .....MS. LINDA FENNER

DSDC.....MR. JOE SMITH

**DESC.....MS. LYNETTE WEBBER**

DCMC....MRS. DALENE MC CAULEY

**DNSC.....MS. LA VERN JOHNSON**

DAPSC...MS. ANGIE WESTON